



Fermilab

**Fermi National Accelerator Laboratory
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Technical Division

Guidelines for Working in the Lab 4 (Machine Shop) Building

Written By: _____ Date: _____
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Approved By: *Original signed by Charles Matthews 3/06/01* Date: _____
Charles Matthews, Superintendent of Machine Shops

I. INTRODUCTION

This document describes the policies that regulate activities for personnel working in Lab 4. These policies apply to all Fermilab employees and all registered laboratory visitors that spend a substantial amount of their time working in Lab 4 (Machine Shop).

II. ACCESS/RESTRICTIONS

A. Working Visitors

Upon arrival, working visitors will be expected to report to either the Building Manager or the Alternate Building Manager unless previous arrangements have been made with one of the above-mentioned staff. In either case, it is important that someone in a position of responsibility is aware of the presence of the working visitor in the event of an emergency situation. Working visitors that have occasion to bring in additional short term (< 1-day) visitors to Lab 4 must inform the Building Manager, or the Alternate Building Manager.

B. Crane Operation

Operation of overhead cranes in Lab 4 is restricted to employees who have received approved training and can demonstrate competence in the hoisting and rigging activities proposed.

III. SAFETY

A. General

It is the supervisor's responsibility to ensure that personnel working in Lab 4 are properly trained and qualified to perform their assigned task.

Working visitors should familiarize themselves with the two (2) ES&H bulletin boards in Lab 4. There is one located at the east entrance and one located on the south wall in the center of the shop. This board lists important information regarding safety procedures, building management, emergency wardens, etc.

Appendix A lists phone numbers which may be useful to persons working in Lab 4.

B. Personnel Protective Equipment

Lab 4 has been designated as a safety footwear and approved eye-protection facility. All occupants, except casual visitors, i.e., sales peoples, service representatives, etc., must wear approved foot protection (safety shoes) in all work areas. Safety shoes are not required for individuals who remain on the gray designated aisle way. Safety glasses are required to be worn upon entering the building. Safety glasses are not required in the lunchroom, office areas or washrooms. "Visitor" safety glasses can be found in dispensers located at the entrances on the east and west side of Lab 4.

C. Fire Alarm

A fire alarm (constant klaxon) indicates a fire in the building. All personnel will evacuate the building upon hearing this alarm. In the event that evacuation of the building is required, do not leave the general area around Lab 4 until the Lab 4 emergency warden has been notified that you have indeed left the building. The official meeting place for building occupants in the event of an evacuation is the parking lot, west of Lab 4, where a head count will be taken. If no regular Lab 4 staff members are present in the building when the alarm is triggered go to a safe location

and dial 3131. Explain the nature of the emergency to the Emergency Service Department.

D. Tornado Alarm

In the event of severe weather (tornado), a steady siren is heard throughout the Village. This alarm indicates the approach of severe weather and requires all personnel to proceed to the designated shelter area, the Lab 2 Protomain Tunnel. See Attachment 1.

E. Radiation Safety

Lab 4 is classified as a Radioactive Materials Area. Personnel access to this facility is restricted to personnel who have received, at a minimum, Fermilab General Employee Radiation Training (GERT). Untrained personnel may enter the production floor area provided they are escorted by personnel who have received the necessary training.

The Lab 4 Building Manager shall be notified prior to the introduction of any radioactive materials into the building. This notification will allow for the proper review of safety issues and preparation of appropriate work and/or storage areas.

All materials to be machined, unless certified new, will be surveyed for radioactivity and an appropriate label will be applied.

F. Harmful Material

There are various chemicals and solvents in Lab 4 that could be harmful if misused or used without the proper personal protective equipment. Material Safety Data Sheets (MSDS) for all such materials at Lab 4 are available at the MSDS station located on the south wall in the center of the Shop. Working visitors who have occasion to use such materials (already existing) must read and comply with the regulations on the appropriate MSDS. Any uncertainty in the proper use of such materials should be resolved by the Building Manager.

Chemicals may not be brought into Lab 4 without the approval of the Building Manager. Any chemicals brought into Lab 4 must be accompanied by the most recent MSDS and be able to be stored without requiring any additional storage capabilities than already exist within the building. Such materials must not require any special protective equipment or disposal not already available.

G. Smoking Policy

In accordance with the Laboratory's adherence to the Department of Energy policy, smoking in Lab 4 is not allowed in the main shop area and not in the attached buildings. Smoking is not allowed near the compressed gas cylinders located in the N.E. end and west of the Main Shop area.

H. Eating/Drinking

Eating and drinking is not permitted in the shop areas. Eating and drinking is permitted in the lunchroom and in the office.

I. Children

Children under the age of 18 years are not allowed in the building.

J. Parking

Visitors may park in the parking lot located to the east (front) of Lab 4.

IV. COMPLIANCE

It is expected that all working visitors will comply fully with these guidelines. These guidelines have been developed to ensure that all operations at Lab 4 are conducted in a safe manner consistent with Fermilab Environment, Safety, and Health Policies. As stated in the preface to the Fermilab ES&H manual, non-cooperation or flagrant disregard for these regulations are grounds for disciplinary action or denial of access to these facilities.

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Appendix A

Fermilab Emergency Phone Number - 3131

Position	Name	Phone	Page	Long Distance Page
TD Senior Safety Officer	Richard Ruthe	5424	1158	266-6842
TD Radiation Safety Officer	Mike Herr	3382	0753	536-2668
TD Waste Coordinator	Mike Herr	3382	0753	536-2668
Lab 4 Building Manager	Louis Ramirez	2484	1163	-
Lab 4 Alternate Building Manager	Jerry Peterson	3711	1162	-